

Application to Nominate Assets of Community Value

You will need to complete this application form if you wish to nominate an asset of community value for listing. The responses to the questions in your application will enable Swindon Borough Council ('the Council') to reach a decision about your nomination. In the event that the information you supply is insufficient to make a decision, your application will be rejected.

Before completing this application, **please read** the information about the Assets of Community Value provisions available on the Council website at

https://www.swindon.gov.uk/info/20029/people_and_communities/513/community_right_to_bid

This information will help you to better understand whether the asset you propose to nominate meets with the definition of an 'asset of community value'. It also provides additional information about your rights to nominate and bid for assets as well as the rights of asset owners.

Your completed application should be sent, by post or email, to:

Property@swindon.gov.uk

Assets of Community Value Nomination
Property Assets
Swindon Borough Council
Civic Offices
Euclid Street
Swindon
SN1 2JH

For information, the table below summarises the assets of community value nominating and bidding process in four simple stages.

Identify an asset for nomination

If an eligible community or voluntary group thinks that a local asset meets the definition of an Asset of Community Value, they can fill in an application form and ask the Council to list the property. If the nomination meets the relevant criteria and is approved by the Council, the asset will be included on the list. The listing will last for a period of five years although the local authority has the ability to remove the asset from the list before the expiry of that period in certain circumstances.

The owner wants to sell their asset

If the owner wants to sell their listed asset, they must notify the Council, who will then notify the community group that nominated the asset and publicise the proposed sale to the wider community. If within six weeks an eligible community interest group does not come forward, the owner is free to sell their asset during the following period of eighteen months.

A designated community group wants to bid for the asset

If an eligible community interest group *does* express an interest in bidding for the asset, this group or groups will be granted extra time to prepare a business plan and gather the finance needed to purchase the asset. The time-frame for groups to put together and submit their bids is six months starting from the time the asset owner informs the Council of their intention to sell the asset.

The point at which the asset is to be sold

The six month window of opportunity (known as ‘full moratorium’) is only for eligible community interest groups to put their business plans together and gather necessary funding. However, the asset owner may dispose of the property to (another) community interest group at a price agreed between the parties during the full moratorium. Once the six month window has expired, the asset owner is free to sell their property to who they want. ***They are under no obligation to sell the asset to any eligible community interest group or groups who bid to purchase the asset.***

Organisation Details

Name of Organisation	
Contact Name	
Position within Organisation	
Address	
Telephone Number	
Email	

Eligibility to Nominate

Please provide evidence that your organisation is eligible to make a nomination

Organisation Type	Please tick all that apply	Registration number of charity and/or company (if applicable)
Neighbourhood forum		
Parish Council		
Charity		
Community Interest Group		
Unincorporated Body		
Company Limited by Guarantee		
Industrial & Provident Society		

Number of members registered to vote locally (unincorporated bodies)

In the case of an unincorporated body, at least 21 of its individual members must be registered to vote locally. If relevant, please confirm the number of such members and provide the names and addresses of 21 members registered to vote locally **as a separate attachment**

Local connection

Your organisation must have a local connection, which means that its activities are wholly or partly concerned with the administrative area of Swindon Borough Council or a neighbouring local authority. In some cases this will be obvious, e.g. an organisation whose activities are confined to Swindon. If it is not obvious, please explain what your organisation's local connection is below:

Distribution of surplus funds (*applicable to certain types of organisations only*)

If your organisation is an unincorporated body, a company limited by guarantee, or an industrial and provident society, its rules must provide that any surplus funds are not distributed to members, but are applied wholly or partly for the benefit of the local area (i.e. within the administrative area of Swindon Borough Council or a neighbouring local authority). If relevant, please confirm that this is the case, and specifically which area this applies to below:

More about your organisation

What are the main aims and activities of your organisation? If your organisation isn't a registered charity or company, please provide evidence of its status such as trust deed, Articles of Association, constitution where appropriate as a separate attachment(s) and identify the evidence you are supplying below:

Description of 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.
- A drawing or sketch map with boundaries clearly marked in red – websites which might help you in plotting boundaries include: <http://maps.google.co.uk>

If the boundary is not clearly defined, you may be required to submit further evidence prior to your nomination application being accepted.

Please include the following information & any drawing/plans/maps as separate attachments:

Name of Asset

Address of Location of the Asset

Description of the Asset & its Boundaries

Ownership and Occupation

Name(s) & current or last known addresses of all those holding a freehold or leasehold interest in the asset	
Name & contact details for current occupiers	
If you have obtained ownership information from the Land Registry, please attach it & state that you have done so	

Reasons for nomination; why you think the land or building is of community value

You may wish to consider this list of examples, but please note that this is not an exhaustive list

Examples
It provides opportunities for networking and connections (it brings members of the local community together)
It provides opportunities for physical activity or leisure or health activities
It provides opportunities for continuous learning and self improvement (e.g. through education, training courses, access to information etc)
It provides opportunities for local volunteering, sharing and donating
It serves to improve and/or protect the well being of children, young people, peoples with disabilities, or older persons in the community
It provides an opportunity for members of the community to keep in touch and communicate with relatives, friends and neighbours
It promotes the health and wellbeing of local residents
It is the last remaining asset of its type in the borough and it is important for the local community to keep it in use as its sale to a non community use would represent a significant loss to the community
It provides access to books, music, film, art, or theatrical performances for the local community
It allows residents with a certain faith or cultural background to put that faith or culture into practise
It makes leisure and entertainment activities accessible to the local community (e.g. dancing, theatre, art, cooking courses, crafting, gardening, and other sources of entertainment)
It is frequently used for community social and recreational events
It is a place that the local community frequently uses for entertainment and recreation purposes
It provides an area for outdoor leisure activities, not necessarily sports-related (e.g. picnics, walking trails, playgrounds and splash parks for children, etc)
It provides sports facilities for the local community to use

Please note that the following are not able to be assets of community value:-

- *A building wholly used as a residence, together with land “connected with” that residence. This means adjoining land in the same ownership. Land is treated as adjoining if it is separated only by a road, railway, river or canal.*
- *A caravan site.*
- *Operational land. This is generally land belonging to the former utilities and other statutory operators.*

Either - Does the use of the asset currently further the social wellbeing or social interests* of the local community, or has it done so in the recent past?

Or - Is it realistic to think that there is a time in the next five years when there could be non-ancillary use of the building or other land that would further (whether or not in the same way as before) the social wellbeing or social interests* of the local community? or Is there a time in the recent past when an actual use of the building or other land that was not an ancillary use furthered the social wellbeing or social interests of the local community?

** These could be cultural, recreational and/or sporting interests – please say which one(s) apply*

If so, how?

Signature & Submission

By signing your name here (if submitting by post) or typing it (if submitting by email) you are confirming that the contents of this form are correct, to the best of your knowledge.

Name.....

Signature.....

Position Held.....

Date.....