**Assets of Community Value**

**Nomination Form**

Before you complete this form, it is essential that you read the accompanying guidance notes.

There are strict legal criteria which must be adhered to when nominating assets of community value and we will not be able to consider your application unless all the information is provided.

If you have any queries about this application form email

………………………………………..

**Submit your completed form**

**** by email to [Siraj.Choudhury@crawley.gov.uk](mailto:Siraj.Choudhury@crawley.gov.uk); or

**** by post it to: The Head of Legal, Democratic & HR Services, Crawley Borough Council, Town Hall, The Boulevard, Crawley, West Sussex, RH10 1UZ marked “Asset of Community Value Nomination”.

**Timescales**

We will acknowledge receipt of a completed nomination form within 5 working days.

We aim to come back to you with a decision within 8 weeks of receipt of a completed nomination form.

**PART A: ABOUT YOUR ORGANISATION**

**1. CONTACT DETAILS**

*Note: No personal details or information will be made publicly available as part of this requirement.*

|  |  |
| --- | --- |
| **Your Title** |  |
| **Your First name** |  |
| **Your Surname** |  |
| **Telephone number** |  |
| **E-mail address** |  |
| **Your Position in organisation** |  |

**2. ABOUT YOUR ORGANISATION**

|  |  |
| --- | --- |
| **Name of Organisation** |  |
| **Address** |  |
| **Postcode** |  |

**3. ORGANISATION TYPE**

|  |  |  |
| --- | --- | --- |
| **Description** | **Please tick any which apply** | **Charity Registration Number / Company number (if applicable)** |
| Parish Council |  |  |
| Neighbourhood Forum |  |  |
| Unincorporated Group with at least 21 people on the electoral role within Crawley Borough or a neighbouring authority |  |  |
| Charity |  |  |
| Community Interest Company |  |  |
| Company limited by guarantee |  |  |
| Industrial and Provident Society |  |  |

|  |  |
| --- | --- |
| **Local Connection**  *Please describe how your organisation is connected to the local area.* |  |

*Please refer to the guidance notes for more information.*

**Additional Supporting Evidence**

*Where relevant, please provide any additional evidence which demonstrates that your organisation is eligible to nominate assets of community value.*

*Unincorporated groups must demonstrate that there are at least 21 Members registered to vote within Crawley Borough or a neighbouring authority*

*Unincorporated group, a company limited by guarantee, or an industrial provident society must demonstrate that surplus fund are not distributed to Members but are applied wholly or partly for the benefit of the local area.*

*Please refer to the guidance notes for further information.*

|  |  |
| --- | --- |
| **Please list any relevant supporting documents which are attached** |  |

**PART B: ABOUT THE PROPOSED ASSET**

**4. ASSET DETAILS**

|  |  |
| --- | --- |
| **Name of asset** |  |
| **Address or location of the Asset** |  |
| **Description of the asset and its boundaries**  Please provide information which helps to clarify the exact location and extent of the asset being nominated and a map with boundaries clearly marked in red. |  |

**5. LANDOWNER DETAILS –** *we strongly recommend that you discuss your plans to nominate with the owner before submitting.*

*The Council is required to inform the landowner, leaseholder and occupants about your bid, and must also let them know the outcome of the Council’s decision. Therefore please provide us with as much information as you can about the landowners and occupiers of the land or property you are nominating.*

|  |  |
| --- | --- |
| **Current owner’s name and address** (if different to the address of the nominated asset) |  |
| **Current (if any) Leaseholders name and address** |  |
| **Names of the current occupants** (if different to owner or leaseholder) |  |

**The nomination must answer the following questions about why the land or building is felt to be of community value.**

**6. DOES THE NOMINATED ASSET MEET THE DEFINITION OF “LAND OF COMMUNITY VALUE” SET OUT IN THE LOCALISM ACT 2011?**

*EITHER:*

(1) Is there an actual use of the building or other land that is not an ancillary\* use which furthers the social wellbeing or social interests\*\* of the local community?

AND

(2) Is it realistic to think that there can continue to be non-ancillary use of the building or other land which will further (whether or not in the same way) the social wellbeing or social interests\*\* of the local community?

|  |  |
| --- | --- |
| Yes/No | Please explain why |

***OR***

(1) 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?

AND

(2) 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?

|  |  |
| --- | --- |
| Yes/No | Please explain why |

**Note:**

\*A working definition of ‘non-ancillary’ is that the useage is not providing necessary support (eg cleaning) to the primary activities carried out in the asset, but is itself a primary, additional or complementary use.

\*\* The definition of social interests includes (a) cultural interests (b) recreational interests and (c) sporting interests.

**7. REASONS/EVIDENCE IN SUPPORT OF YOUR NOMINATION**

*Please use this space to set out why you believe the land or property you are nominating is a community asset.*

***Provide details and evidence of numbers of people making use of the facility; Calendar/session rotas for local groups and history of use where applicable.***

*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 |
| It serves as a hub for different sporting clubs and sports teams in the community |
| *Please continue on an additional sheet if necessary* |

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